

21792

NATIONAL TRAINING PTY. LTD.

UNIQUE STUDENT IDENTIFIER

POLICY
AND
PROCEDURE



GOVERNANCE



**National
Training**

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Policy Statement

National Training (NT) complies with the requirements of the Student Identifiers Act 2014 and the Unique Student Identifier (USI) initiative, ensuring that all students enrolled in nationally recognised training are issued with a valid USI. NT supports the responsible collection, verification, reporting and secure management of USIs in accordance with the Outcome Standards for RTOs 2025.

The USI enables students to access their training records online and supports accurate national reporting and recordkeeping across the VET sector. This policy outlines the procedures NT follows to collect and manage USIs and ensures compliance with the standards of the national USI Office.

Purpose

This policy outlines National Training's obligations and procedures for ensuring that every student undertaking nationally recognised training has a valid Unique Student Identifier (USI). The policy ensures compliance with national legislation and supports data integrity, student access to records and regulatory reporting.

Scope

This policy applies to all students enrolled in nationally recognised training with National Training and to all staff responsible for collecting, verifying, reporting or accessing USI-related information. It applies to all modes of delivery and to all enrolment pathways.

Responsibilities

Chief Executive Officer (CEO)

- Ensures organisational compliance with the Student Identifiers Act 2014.
- Approves this policy and authorises procedures for USI management.
- Manages serious breaches or systemic issues relating to USIs.

Senior RTO Services Officer (SRSO)

- Requests and verifies USIs for each enrolling student.
- Assists students in obtaining or locating their USI where necessary.
- Ensures USIs are correctly entered into the student management system (SMS) and submitted to the national USI Registry.
- Follows secure handling practices to protect student information.

All Staff

- Must not issue or collect USIs without proper consent.
- Must report any issues or discrepancies with USI records to the Senior RTO Services Officer
- Must maintain confidentiality when accessing USI-related data.

Procedure

This procedure outlines the steps National Training follows to ensure all students are issued with and have a valid USI recorded prior to commencing nationally recognised training. It also addresses how the organisation manages exemptions, updates and secure handling of USI data.

1. Collection of USI

During the enrolment process, the Senior RTO Services Officer must:

- Request each student's USI via the enrolment form or secure online portal.

UNIQUE STUDENT IDENTIFIER (USI) POLICY & PROCEDURE

- Direct students without a USI to create one via www.usi.gov.au.
- Obtain consent from the student for collection and verification of their USI.
- Provide students with a USI Fact Sheet outlining their rights and responsibilities.

2. Verification of USI

- Verify the USI using the integrated student management system (SMS) linked to the USI Registry.
- If the USI cannot be verified, contact the student for clarification or reissue of details.
- Do not proceed with formal enrolment until the USI is successfully verified.

3. Exemptions

- Some students may be exempt from the USI requirement (e.g. offshore learners or special categories under the USI Office guidelines).
- The CEO is responsible for assessing exemption requests and ensuring all required records are retained in accordance with compliance guidelines.
- Where an exemption is granted, alternative records must be maintained and reported in line with AVETMISS specifications.

4. Secure Handling and Storage

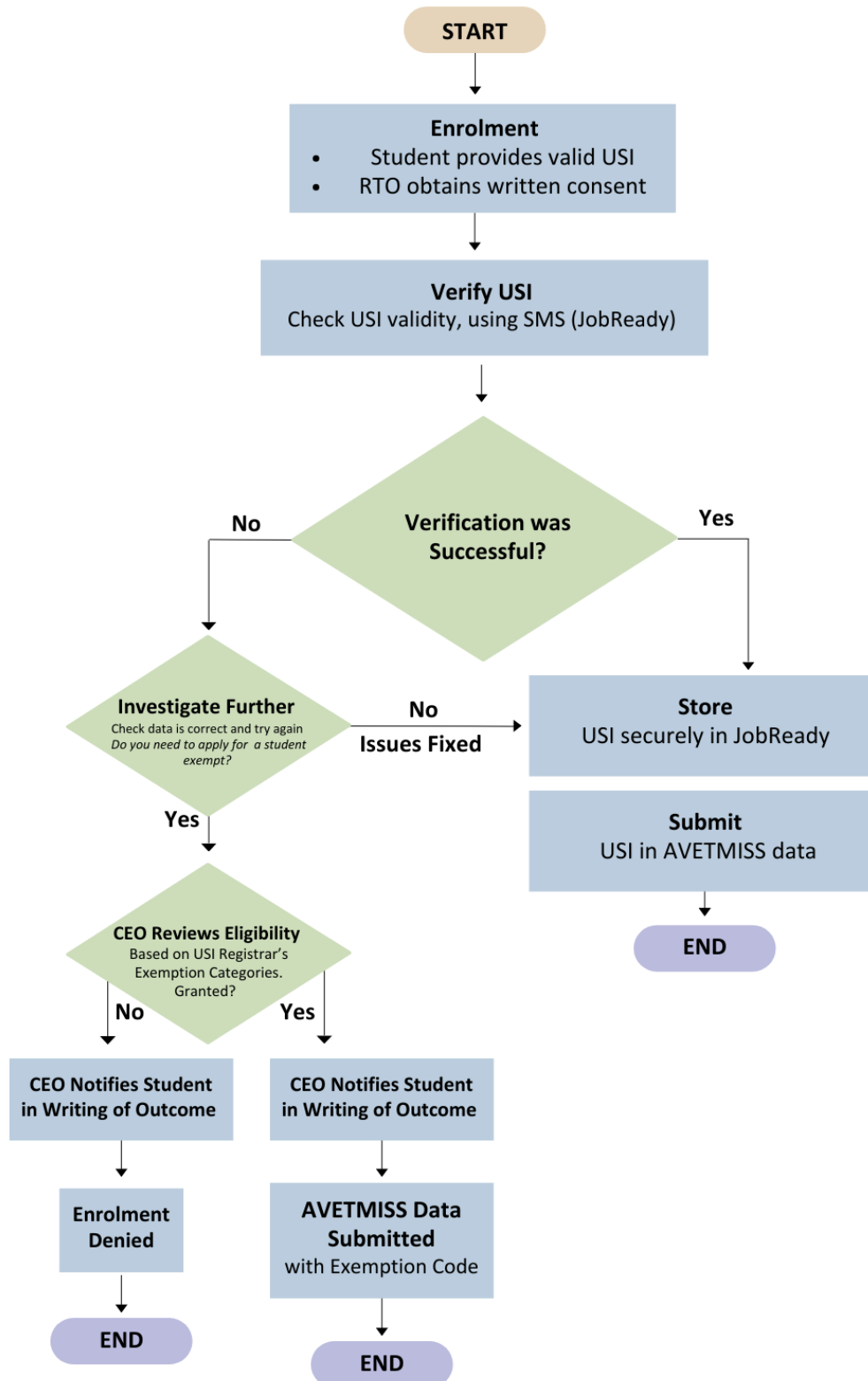
- Store all USI records securely in the student management system (SMS).
- Only authorised staff may access USI information.
- USI data must not be disclosed or used for any purpose other than training record management and compliance reporting.
- Retain USI-related records for a minimum of 7 years or as required by funding or regulatory authorities.

5. Reporting and Recordkeeping

- Maintain a compliance log of USI issues, exemptions and verification outcomes.
- Ensure annual compliance with ASQA requirements regarding USI obligations.

PROCEDURE FLOWCHART

USI COLLECTION & VERIFICATION
FLOWCHART



Definitions

- **Unique Student Identifier (USI)** – A 10-character alphanumeric code assigned to individuals undertaking nationally recognised training in Australia. It links to a secure online record of their training achievements.
- **Student Identifiers Registrar** – The government body responsible for administering the USI system, operating under the Student Identifiers Act 2014.
- **USI Registry System** – The official national database where USIs are created, verified and managed.
- **AVETMISS** – Australian Vocational Education and Training Management Information Statistical Standard; used for national data reporting.
- **Exemption** – A formal ruling by the USI Registrar that a student is not required to provide a USI under limited, approved circumstances.
- **Verification** – The process of checking the validity of a USI against the national registry using the RTO's student management system (SMS).
- **Consent** – Voluntary permission given by a student for National Training to collect, verify and report their USI and related data.

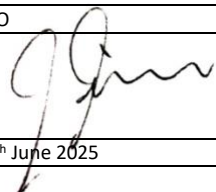
Document History

Revision	Date	Description of modifications
1.0	1 st July 2025	Original Implemented to align to 2025 RTO Outcome Standards Replacing USI Policy & Procedure

Document Details

Document Name:	Unique Student Identifier Policy & Procedure
Policy Code:	G7
Department:	Governance
Circulation:	All Staff
Location:	Dropbox & Website
Review Cycle:	This policy is reviewed annually to ensure alignment with evolving regulatory requirements and NT's business structure.
Policy Drivers:	This policy aligns with the Outcome Standards for RTOs 2025: Standard 4.1: Integrity and accountability in governance Compliance Standards for NVR Registered Training Organisations 2025: 12 Student Identifiers Act 2014 (Cth) USI Office Operational Guidelines
Related Policy and Procedures:	- G2 – Risk Management Policy & Procedure - G15 – Records and Document Management Policy & Procedure - A1 – Complaints and Appeals Policy & Procedure

Approval

Document Approved by:	Ian Oliver
Position	CEO
Signature	
Date	30 th June 2025